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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets and Commandant Staff

Subject: Standard Operating Procedure for entering a cadet room

1. **Purpose**

- a. This Standard Operating Procedures (SOP) provides basic guidance concerning staff procedures when entering a cadet room.

2. **Applicability**

- a. This SOP is effective 9 October 2018 and applies to the Corps of Cadets and will expire at the discretion of the NMMI Commandant of Cadets.

3. **Scope**

- a. This SOP identifies procedures that the Commandants Staff will follow when entering a cadet room. These procedures provide the due diligence necessary to ensure that the Commandant's staff actions are above reproach, and that the cadet's welfare and safety remain paramount.

4. **Responsibilities**

- a. It is the responsibility of the Commandant's Staff as leaders to monitor the safety and well-being of cadets. Leaders must always strive to ensure that our actions remain above reproach when dealing with cadets

5. **Procedures**

- a. **Occupied Room.** When entering an occupied cadet room all personnel will:
- 1) Knock loudly on the door.
 - 2) Allow Cadet to open the door (proceed to step #5)
 - 3) If no response (5 second count) knock again. Allow Cadet to open door (proceed to step #5)
 - 4) If no response (5 second count) open the door slightly announce your name and inform occupant that you need to speak. Ask if they are dressed.
 - 5) When Cadet responds affirmative, open the door and conduct your business in the door way. LEAVE THE DOOR OPEN
 - 6) If you need to enter the room for inspection staff will (A) have another staff member present, OR (B) have the cadet step out on the stoop while the staff member is in the room..
 - 7) LEAVE THE DOOR OPEN. Commandants Staff will supervise cadet leadership when conducting DRI and Formal room inspections.
 - 8) If you need to speak with the Cadet at length, inform the Cadet to meet you in your office.

- b. **Unoccupied / Unsure If Occupied Room.** When entering an unoccupied/unsure if occupied cadet room all personnel will:
 - 1) Knock loudly on the door.
 - 2) Wait for a response (5 second count) if none, knock again.
 - 3) If no answer (5 second count) open the door slightly announce your name and inform occupant that you need to speak.
 - 4) No response, open door and confirm room is unoccupied.
 - 5) Dress window shade if necessary, and return to business as usual.

 - c. **Emergency Entry.** When entering a cadet room in emergency situations all personnel will:
 - 1) Knock, announce name and intent and enter the room as quickly as deemed necessary.
 - 2) LEAVE THE DOOR OPEN
 - 3) Complete the mission and depart

 - d. **Health and welfare room inspections follow previously published SOP.**
6. POC – LTC Greg Lamm – Deputy Commandant for Operations – glamm@nmci.edu
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